

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 April 2019
Subject:	ICT Policy
Report of:	Head of Corporate Services
Corporate Lead:	Chief Executive
Lead Member:	Lead Member for Customer Focus
Number of Appendices:	One

Executive Summary:

With new technologies and ways of working we need to ensure our Information and Communication Technology (ICT) policy covers the way we work now and in the future. Our current IT policy has not been updated since 2013 for Members and 2010 for Officers (with minor amendments in 2017) meaning it is no longer fit for purpose and refers to outdated working practices. The aim of the new policy is to make it, not only up to date, but to ensure it is future proofed and remains relevant in an ever-changing digital world.

Recommendation:

- **To APPROVE the revised ICT Policy.**
- **To AGREE that all Officers and Members sign the new policy to ensure full compliance.**

Reasons for Recommendation:

To update the ICT policy to reflect new ways of working and ensure the policy remains fit for purpose in a fast-paced world of technological advances. Also, with the introduction of General Data Protection Regulation (GDPR) we had to ensure the policy was consistent with the new regulations.

Resource Implications:

None directly arising from this report.

Legal Implications:

The ICT Policy clearly sets out the responsibilities and obligations of users of the Council's ICT resources including their legal obligations.

All ICT-users will be required to confirm their acceptance of the relevant ICT Policy by signing a declaration of acceptance. This will enable the Council to take appropriate action for breaches of policy.

Risk Management Implications:

The policy aims to minimise the risks to the Council of any misuse or potential threats to our ICT resources.

Performance Management Follow-up:

None.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** As a Council with an ambitious digital agenda we are embracing new technologies and ways of working at a fast rate. Information and Communication Technology has been at the forefront of lot of service delivery projects recently and is a key part of business requirements, so it is important that we establish guidance on how to use our ICT resources appropriately.
- 1.2** We are looking to embrace more of the features of Microsoft Office 365 including applications like Teams, One Drive and SharePoint which offers new ways of working and communicating. The current ICT Acceptable Use Policy is out of date and does not cover acceptable use of these new types of applications so a new policy is needed before they are rolled out.
- 1.3** The General Data Protection Regulation (GDPR) came into force on 25 May 2018 and applies to how we use and process 'personal data'. The new policy ensures we are compliant with the new rules and any basis for processing personal data is lawful.

2.0 CHANGES TO THE POLICY

- 2.1** The old policy contained 13 specific pieces of legislation which meant that every time a new piece of legislation was revised, or a new piece of legislation came out that was relevant, the policy required updating. By referencing 'all relevant legislation' we ensure that the policy remains valid at all times.
- 2.2** Previously we have referenced specific IT functions such as emails when describing acceptable use; however, with evolving methods of communication like instant messaging the policy is not fit for purpose when considering modern ways of working.
- 2.3** This new policy covers all potential users of our ICT including Officers, Members and contractors rather than a specific one for each group as the acceptable use of our ICT resources is the same for whoever accesses our systems.
- 2.4** By keeping the policy more generic, rather than referencing current ways of working and systems, the policy will stay relevant no matter what new technologies emerge in the future.
- 2.5** The revised data protection rules contained within the new GDPR guidance are now contained at the end of the policy with a reference to the privacy notice for ICT acting as data controller.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 Consultation on the policy document has been undertaken with Legal, HR and Audit. Unions – to be confirmed.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 None specifically.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 None.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 None.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 None.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 This policy is consistent with the General Data Protection Policy issued by the Information Commissioner's Office.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices: A – ICT Policy.